



# COMBERTON PARISH COUNCIL

To All Members of the Council

You are hereby summonsed to attend the Annual Meeting  
of Comberton Parish Council

Meeting to be held on 11<sup>th</sup> May 2022 at Comberton Village Hall at 7.30pm

The Public and Press are cordially invited to be present.

*Angela Bridges*

Angela Bridges, Parish Clerk. 4<sup>th</sup> May 2022

## AGENDA

1. Election of the Chair of the Parish Council
2. Election of the Vice-Chair of the Parish Council
3. Apologies for Absence
4. To receive declarations of interests from councillors on items on the agenda and details of any dispensations held and to receive written requests for dispensations for interests and to grant any requests for dispensation as appropriate (if any)
5. Comments & observations from members of the public & County and District Councillor Reports
6. To approve the minutes of the meetings held on April 13th 2022
7. Matters arising or carried forward from the last meeting or a previous meeting and to note the Clerk's report
8. Review of Parish Council Standing Orders
9. Review of Financial Regulations
10. Review of inventory of land and assets
11. Review and confirmation of arrangements for insurance cover
12. Review of Parish Council's Procedures:
  - 12.1 Dealing with the Press/Media
  - 12.2 Review of Councils employment policy
  - 12.3 Review of Councils expenditure under S137 of the Local Government Act 1972
  - 12.4 Review of Co-Option Policy
  - 12.5 Review of the Risk Assessment
  - 12.6 Review of the Complaints Policy
  - 12.7 Review of the Data Protection Policy
  - 12.8 Review of the Code of Conduct Policy
  - 12.9 Review of the Equal Opportunities Policy
  - 12.10 Review of the Grant Policy

**13. Setting dates, times and place of ordinary meetings and the Annual Parish Meeting for 2022/23**

**14. Allocation of members to outside committees**

**15. Review of Committees and working groups**

**15.1** To review and appoint members to the relevant committees and working groups:

- i) Planning Committee
- ii) Recreation Ground Working Group
- iii) Finance Working Group
- iv) Tree Working Group
- v) Pond Working Group

**15.2 To approve the Planning Committee Terms of Reference**

**16. Planning Matters**

**16.1** To receive a report from the Planning Committee.

**17. Finance, procedure and risk assessment**

**17.1** To receive the finance report and to approve the payment of accounts (list of invoices to be listed at the end of the agenda).

**17.2** To approve the Annual Governance Statement

**17.3** To ensure that the Annual Governance and Accountability Return is signed and dated by the Chairman

**17.4** To discuss and approve a credit card for Comberton Parish Council

**17.5** To discuss the purchase of a line marker for the recreation ground for £300

**17.6** To discuss quotes for stage and marquee hire and related insurance for the Jubilee celebrations

**17.7** To discuss quotes for security for the stage and marquee for two nights whilst unattended if needed.

**18. To receive reports and items from committees, working groups and members for information:**

**18.1** Recreation Ground Working Group.

- i) Discussion of the Meridian School Fun Run
- ii) Discussion of a pavilion and recreation ground village consultation.

**18.2** Queen's Jubilee Working Group

**18.3** Pond Working Group

**19. To consider correspondence/communications received**

- i) No Mow May responses to the Parish Council.
- ii) 5G mobile phone mast request on Parish Council land

**20. End of meeting**

## Payments for approval in May

Total expenditure for approval in May		Net	VAT	Total
AMV Playgrounds	Rec shelter	8,251.50	1,650.30	9,901.80
Three mobile	Telephone contract	8.33	1.67	10
Spotless Spaces	Cleaner for pavilion	120		120
Simple Solutions	Admin fee			
AMV	Rec shelter	8,251.50	1,650.30	9,901.80
RoSPA	Playground inspection	259	51.8	310.8
Comberton Baptist Church	Youth Worker (donation)	529		529
Expenses to Cllr Martin	Badges for Queens Jubilee Celebration	498.43		498.43
RH Landscapes	Grass cutting	1138.99	227.8	1366.79
Briar Security	Annual alarm contract	455	91	546
Salaries and HMRC				1,802.66
Total				£24,987.28